

To: LSC Recipient Executive Directors

From: David C. Maddox, Director of Financial & Information Resources Management, Office of Inspector General (OIG), Legal Services Corporation (LSC)

Date: February 2, 2000

Subject: Data Calls 1 and 2

As described in a January 11, 2000 memorandum from the Inspector General, the OIG is required by Congress to assess and report on the accuracy of the 1999 case statistical data provided by grant recipients to LSC. A sample of LSC recipients will be asked to produce and submit one or two sets of data. The data sets will need to be extracted from the same case management system(s) that the recipient used to produce the Case Services Report (CSR) element of its 1999 Grant Activity Report. The CSR is due to LSC by March 1, 2000.

The OIG expects that recipients will be able to produce the data sets. In the event that technical assistance is needed, the OIG is hopeful that developers of the case management systems will assist their customers by providing the necessary add-in queries or reports to produce the data sets. The OIG's goal is for recipients to extract the requested 1999 data accurately and as easily as possible. To that end, the OIG has alerted the developers of the most widely used case management systems of the data calls. The OIG recommends that you contact your case management vendor should you need assistance.

The OIG also will provide help desk assistance with the extraction and submission process via telephone at (202)336-8901 and a dedicated area on the OIG website (<http://www.oig.lsc.gov/csa>). The web area will serve as the central reference for this project, and will include or link to any written procedures, query language and/or software updates provided by the software vendors or OIG technical resources.

Data Call 1

The OIG will issue data call 1 on or about March 1, 2000, to a group of recipients chosen at random. These data are due to OIG by March 10, 2000.

The data call 1 data set will require one data record for each case reported as closed in the 1999 CSR. The required fields are to be exported to an electronic file and submitted to the OIG in the following order:

1. Case Number
2. Date Opened
3. Problem Code
4. Closure Code
5. Case Handler
6. Office Code
7. Subrecipient Number (if applicable)

Data Call 2

Data call 2 will be issued to selected recipients on March 6, 2000. Data call 2 is due March 15, 2000.

This data set will require one data record for each case reported as closed in the 1999 CSR. The required fields are to be exported to an electronic file and submitted to the OIG in the following order:

1. Case Number
2. Client Name
3. Date Closed
4. Office Code
5. Subrecipient Number (if applicable)

Transmittal Letters

Along with each data submission, selected recipients will be required to complete a transmittal cover letter that will allow the OIG to identify the submittal source and reconcile the CSR, data call 1, and data call 2 submissions. The OIG will provide online versions of the transmittal letters for recipient use in the near future.

All data submissions and transmittal letters should be sent to the OIG via e-mail. Check the OIG web site for additional information and answers to Frequently Asked Questions. Please submit your technical questions to csa@oig.lsc.gov. The site will be updated as information becomes available.

Appendix: Technical Specifications

If the data for a requested data element, such as client name, is stored in multiple fields, please submit the multiple fields, (i.e., Client First Name, Client Middle Name, and Client Last Name). We prefer to have blank value fields be stored as "NULL" values. Field and record headers are neither required nor desired. Date fields if possible should be formatted as MM/DD/YYYY.

For each data submission, the OIG prefers to receive all of the data from a recipient in a single file. If this is not possible, separate files by office, subrecipient, or funding component are acceptable. The preferred exported file format is ASCII (American Standard Code for Information Interchange, which is commonplace with PCs), comma delimited. Dbase (3.x through 5.x), Paradox (3.x through 5.x), Excel (all versions), and Access (all versions) formats also are acceptable.

The extracted electronic data sets should be sent to the OIG as MIME- or UUENCODE-compliant e-mail attachments to separate e-mail addresses soon to be specified. If this cannot be accommodated, please contact the OIG help desk for further guidance.